EXERCISE 13.   SET UP HOME ACTIVITY: TBRA (TENANT-BASED RENTAL ASSISTANCE)

Set Up HOME TBRA Activity

1.   At the MAIN MENU, proceed to the first set up screen.

2.   Select a Project under which you can set up a HOME-funded tenant-based rental assistance activity. Give the activity an appropriate name of your choice (e.g., Concord TBRA). Fill out the rest of this screen and move to the second activity setup screen.

3.   Check the HUD MATRIX CODE (<**F1**> or the *KeyStroke Saver*) and select "05S" which is the HUD preferred choice for TBRA activities. Answer the program income and environmental questions appropriately.

   🖎 *If you have been using the "21F" matrix code back at your office for your community's TBRA activities you are not required to update the matrix code to "05S". Remember to use "05S" for future TBRA activities*

4.   At the OTHER ENTITY field, **type** "N."

5.   Go to the third activity setup screen. Select "Households General" (use <**F1**>) for proposed ACCOMPLISHMENT DATA. **Type** "25" as the number of units (households proposed to be assisted).

6.   Enter $50,000 for estimated total funds and **type** an "X" next to HOME. Save your work and move to the "HOME" program path.

   🖎 *You are now looking at the choices for HOME activities. Since we are setting up an activity, we must choose between the first two choices. This is an easy choice. If the activity is Tenant-Based Rental Assistance, you select the second option. (For setting up all other HOME activities, you pick the first option.)*

7.   Select Tenant-Based Rental Assistance and move to the first of two "HOME Tenant-Based Rental" setup screens.

   🖎 *You must fill in at least one line on this screen in order to be able to fund this activity in Activity Funding.*

   🖎 *This screen has 12 columns for data entry for each tenant assisted. There is a 13ᵗʰ column in which total rent is calculated by IDIS. The data to be entered and the codes for the various categories, e.g., number of bedrooms, median income, race/ethnicity, etc. are the same as the one used for the HOME CMIS. The 11 categories to the right of the LAST NAME and SSN are as follows:*

CODE	MEANING
BDRM CODE	Bedroom Code
TEN CONT	Tenant Contribution Amount
SUBS AMT	Rental Subsidy Amount
TOT RENT	Total Rent (Calculated by IDIS)
MED	Median Income
HHLD RACE	Race of Household
HHLD SIZE	Size of Household
HHLD HEAD	Head of Household
CNTR TYPE	Owner or Rental
STAT	Are Home Funds currently being used for this tenant?
CONT END DATE	Contract Ending Date

✎ *If you need more lines to enter more tenants, you can obtain them by FIRST SAVING the lines you have already completed. Then, at ADDITIONAL CHARACTERISTICS, you can* **type** *"Y" and press <***Enter***>. A new set of data entry lines appears. You can repeat that data procedure as often as necessary.*

✎ *[Don't request additional lines until you have saved the lines you have entered. Otherwise, they will be lost and you will have to re-enter the data.] You also may want to print each screen on which you enter your tenant data.*

✎ *<***F1***> help is available for the various codes with one exception. The STATUS column (next to last column) is for indicating whether the housing unit is currently HOME-assisted or not (e.g., rehabilitated with HOME-funds.)* **Type** *"1" if the tenant is currently receiving HOME tenant-based rental assistance, and "2" if tenant-based assistance for this tenant has ended.*

8. Fill out two lines on this screen. Save the two lines.

9. **<Tab>** to the ADDITIONAL CHARACTERISTICS field. **Type** "Y" and press <**Enter**>. You would normally not ask for additional lines until you had used all 12 lines on this screen. However, we will do this to demonstrate how to obtain more lines.

10. Fill out two more lines on this fresh screen. Save this information and move on to the next screen.

11. Information on this screen will have been carried over from the previous screen. Enter any additional data, save your information and return to the "Money" screen.

12. To view the tenant information you have just entered, return to the HOME screens. **Type** an "X" next to HOME and press **<Enter>**.

13. Select Tenant-Based Rental Assistance and move to the first "Tenant-Based Rental" setup

screen.

✎ *Note that all four of the lines you typed in are now displayed and that IDIS has numbered each line. There is no completion screen for Tenant-based rental assistance. Once you have typed in all of your set up information, you are done with data entry for this activity. If you need to return to this screen, you can do so using the "REVISE ACTIVITY" choice on the Main Menu or you can select the "GO TO MENU" on the Main Menu and then select "04" which will take you directly to the HOME screens.*

14. Return to the MAIN MENU, and commit the funds for this activity.